

TOWN OF MANCHESTER, CONNECTICUT
HUMAN RESOURCES DEPARTMENT

REQUEST TO BE PAID ANNUAL LEAVE
ALL UNAFFILIATED/RESIDUAL/SUPERVISORY EMPLOYEES

Name: _____ Department: _____

Position Title: _____ Union: _____

Please state number of days you request payment for (see guidelines below):

Unaffiliated: Dept/Div Heads – up to 7 days; Other – up to 5 days.

Fire: Day Officers – up to 7 days; Shift Officers – up to 5 days.

Residual: Up to 5 days (If workload in the dept/div is such that using AL allotted is not possible).

Supervisory: Up to 5 days (If workload in the dept/div is such that using AL allotted is not possible).

Employee Signature: _____ Date: _____

To Be Signed By Department/Division Head

Supervisors of employees other than Department/Division Heads and Fire Unaffiliated must explain how the workload in the department/division was such that using annual leave time was not possible. Employees who accrue and utilize compensatory time off shall not be eligible for this payment.

_____ This request should be granted.

_____ This request should not be granted.
(If denied, please give reason(s) below.)

Signature of Department/Division Head _____ Date _____

Comments: _____

To Be Completed By Human Resources Department

Our records indicate that the employee has _____ days annual leave accumulated as
of _____.

Director of Administrative Services _____ Date _____

Recommendation: _____

To Be Completed By General Manager

I approve /___/ do not approve /___/ this request.

Comments: _____

General Manager _____ Date _____

SEND COMPLETED FORM TO HUMAN RESOURCES BY WEDNESDAY, NOVEMBER 5, 2014

Carryover Requirements per Overview:

Unaffiliated: Article VII, (F) - carryover up to 15 days with General Manager's approval.

Buyback - Dept/Div Heads: up to 7 days; Other: up to 5 days.

Fire: Article VIII, (F) - carryover up to 15 days with General Manager's approval for Day Officers, up to 12 days for Shift Officers.

Carryover Requirements per Agreement:

Residual: Article XI, Section 1(c) - carryover exceeding 15 days with General Manager's approval.

Buyback - up to 5 days at the discretion of General Manager.

Supervisory: Article XI, Section 1(c) - carryover exceeding 15 days with General Manager's approval.

Buyback - up to 5 days at the discretion of General Manager.